

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705

May 9, 2002

In Reply Refer To:  
9210 (FA-320) P

EMS Transmission 05/09/02  
Instruction Memorandum No. OF&A 2002-019  
Expires: 09/30/03

To: State Directors

From: Director, Office of Fire and Aviation

Subject: Implementation Plan for Helicopter Boss (Single Resource) (HELB) and Helicopter  
Manager Call-When-Needed (HCWN) **DD: 06/01/02**

**Program Area:** Fire and Aviation Management

**Purpose:** This Instruction Memorandum (IM) provides the implementation plan to incorporate the new positions identified in Office of Fire and Aviation IM OF&A No. 2002-016, recommended by the Incident Operation Standards Working Team (IOSWT), and approved by the National Wildfire Coordinating Group (NWCG) (Attachment 1).

**Policy/Action:** Individuals currently qualified or qualified less fitness as a Helicopter Manager (HEMG) need to evaluate their records to determine if they meet the following requirements for HELB or HCWN:

**Helicopter Boss (Single Resource) (HELB)** Physical Fitness: Arduous

Qualified as: HECM + FFT1

Required Training: S-230, S-290, S-372  
(Helicopter Manager Training)

## **Helicopter Manager Call-When-Needed (HCWN)**

Qualified as: HECM + HELB or CRWB or  
ENGB

Required Training: S-372 + A-900 (Biennial  
CWN Helicopter Workshop)

Physical Fitness: Moderate

Appropriate changes to the file must be completed prior to June 1, 2002. Those qualified less currency or trainees for HEMG will need to meet the new requirements of HELB or HCWN. After this date, the associated Task Books for these two positions will be required. The Task Books will be available on the NWCG web page and published in the near future.

Effective May 1, 2002, HEMG will no longer be a valid position in the Incident Qualifications and Certification System (IQCS). Past HEMG experience may be entered and will remain in the Master File Record.

**Time Frame:** June 1, 2002, for qualifying HELB or HCWN positions. Task Books will be required after June 1, 2002.

**Budget Impact:** Minimal.

**Background:** The current version of the *Wildland and Prescribed Fire Qualification System Guide*, PMS 310-1, identified a single Helicopter Manager (HEMG) position. This has led to difficulty in filling specific needs for agency helicopter management. The new positions will delineate between two major functions required for effective helicopter management.

**Manual/Handbook Sections Affected:** The attachment provides 310-1 minimum position requirements for HELB and HCWN. These new positions and requirements will be reflected in the DOI IQCS application and associated user's guide and tables.

**Coordination:** This document was coordinated with Department of the Interior, National Office Training and Certification Specialists, and the BLM National Operations Committee.

**Contact:** Any questions or response to this IM should be directed to Rick Jensen at 208-387-5710.

Signed by:

Authenticated by:

Lee F. Englesby  
Acting Director  
Office of Fire and Aviation

Pat Lewis  
Supervisory Mgmt. Asst.  
Office Services

1 Attachments

1 - Restructuring the Helicopter Manger Position Memo (6pp)

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# NATIONAL WILDFIRE COORDINATING GROUP

Montana DNRC, Forestry  
2705 Spurgin Road  
Missoula, MT 59804  
(406) 542-4300

MAR 20, 2002

TO: NWCG MEMBERS

FROM: DON ARTLEY, Chair, NWCG

SUBJECT: RESTRUCTURING THE HELICOPTER MANAGER POSITION

At our fall 2001 meeting, we approved an IOSWT recommendation to restructure the helicopter manager position into two separate positions for inclusion in 310-1. This was in response to our request to resolve the differences between the 310-1 and the IHOG relating to the helicopter manager position. Attached is a memo from the IOSWT with the actions necessary for implementation.

Please ensure that the attached information is widely circulated through your organization, and that you take the appropriate steps to ensure implementation.

DA:krnk

cc: Bob Leaverton, Chair, IOSWT  
Neal Hitchcock, NICC  
Chairs, Geographic Area Coordinating Groups

**National Wildfire Coordinating Group  
Incident Operation Standards Working Team**

Memorandum

To: Don Artley, Chair, National Wildfire Coordinating Group (NWCG)

From: Bob Leaverton, Chair, Incident Operation Standards Working Team (IOSWT)

Subject: Helicopter Manager Position Restructuring

Several months ago NWCG directed the IOSWT to work with the interagency aviation community in determining and correcting several conflicts between the Wildland and Prescribed Fire Qualifications Guide (310-1) and the Interagency Helicopter Operations Guide (IHOG), relating to the Helicopter Manager position.

At the Fall 2001 meeting held in Bar Harbor, Maine, NWCG approved the proposed resolution jointly developed by the IOSWT and the Interagency Helicopter Operations Group (attached). As presented at the Fall meeting this resolution identifies two separate helicopter management positions for inclusion in 310-1.

One part of the agreed upon resolution is the adoption of a required "S-372 Helicopter Manager" training course to be included in the 310-1. This course has been adopted and used by several wildland fire agencies. The IOSWT will be working with the TWT in order to get this course reviewed and approved for full Interagency use. The Federal Aviation Management Council has already sanctioned this course for use by the wildland fire agencies.

A task book(s) is also being worked on by several Subject Matter Experts for both Helicopter Manager positions. We anticipate completion of the task book(s) by March 2002.

There are several important implementation considerations to be addressed. As with any significant change in the wildland fire management community, training will be needed. The following are key points to be considered and addressed with implementation of the Helicopter Manager positions:

- There is no longer an ICT4 requirement with either the Helicopter Boss (Single Resource) or the Helicopter Manager Call-When-Needed position. This needs to be articulated to the Interagency Fire Community.
- The Helicopter Boss (Single Resource) position has an arduous fitness rating and the Helicopter

Manager (CWN) has a moderate fitness rating.

- The S-372 Helicopter Manager Training Course is required training in 310-1.
- There is a biennial CWN Helicopter Manager Workshop required for CWN Helicopter Manager position.
- Individual agencies may establish specific qualifications and/or requirements for these positions that exceed the 310-1.
- All qualifications and physical fitness requirements for Helicopter Manager position have been removed from the IHOG, so an addendum to 310-1 needs to be transmitted to the wildland fire agencies.
- Implementation no later than May 1, 2002.

If you have any further questions, feel free to contact me.

Bob Leaverton

**HELICOPTER BOSS (SINGLE RESOURCE) (HELB)**

**REQUIRED TRAINING**

**S-230, S-290, Helicopter Manager Training (S-372)**

**ADDITIONAL TRAINING WHICH  
SUPPORTS DEVELOPMENT OF  
KNOWLEDGE AND SKILLS**

**I-200, S-234, S-260, S-270  
Biennial Helicopter Manager Workshop  
(attend workshop once every two years)**

**PREREQUISITE EXPERIENCE**

**Satisfactory performance as an Advanced  
Firefighter/Squad Boss  
+  
Satisfactory performance as a Helicopter  
Crewmember  
+  
Satisfactory position performance as a  
Helicopter Boss (Single Resource)  
on a wildland or prescribed fire incident**

**PHYSICAL FITNESS**

**Ardous**

**OTHER POSITION ASSIGNMENTS THAT  
WILL MAINTAIN CURRENCY**

**None**

**NOTES:** Above information to be included in 310-1. This position is intended as Supervisor of full-time agency initial attack Helicopter Crew and serves as the manager of an exclusive use or agency owned helicopter. Position will be included on Aircraft Request ("A" Number) when exclusive use contract helicopter is filling the Resource Order. Qualification in this position will not satisfy prerequisite for Strike Team Leader. Qualifications in this position will satisfy prerequisite for HCWN, ICT4, HEB2 and HLCO.



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**HELICOPTER MANAGER (CALL-WHEN-NEEDED) (HCWN)**

**REQUIRED TRAINING**

**Helicopter Manager Training (S-372)  
plus Biennial CWN Helicopter Manager Workshop  
(after S-372, attend workshop once every two years)**

**ADDITIONAL TRAINING WHICH  
SUPPORTS DEVELOPMENT OF  
KNOWLEDGE AND SKILLS**

**I-200, S-234, S-260, S-270**

**PREREQUISITE EXPERIENCE**

**Satisfactory performance as a Single Resource Boss  
Helicopter, Crew or Engine  
+  
Satisfactory performance as a Helicopter  
Crewmember  
+  
Satisfactory position performance as a  
Helicopter Manager (Call-When-Needed)  
on a wildland or prescribed fire incident**

**PHYSICAL FITNESS**

**Moderate**

**OTHER POSITION ASSIGNMENTS THAT  
WILL MAINTAIN CURRENCY**

**None**

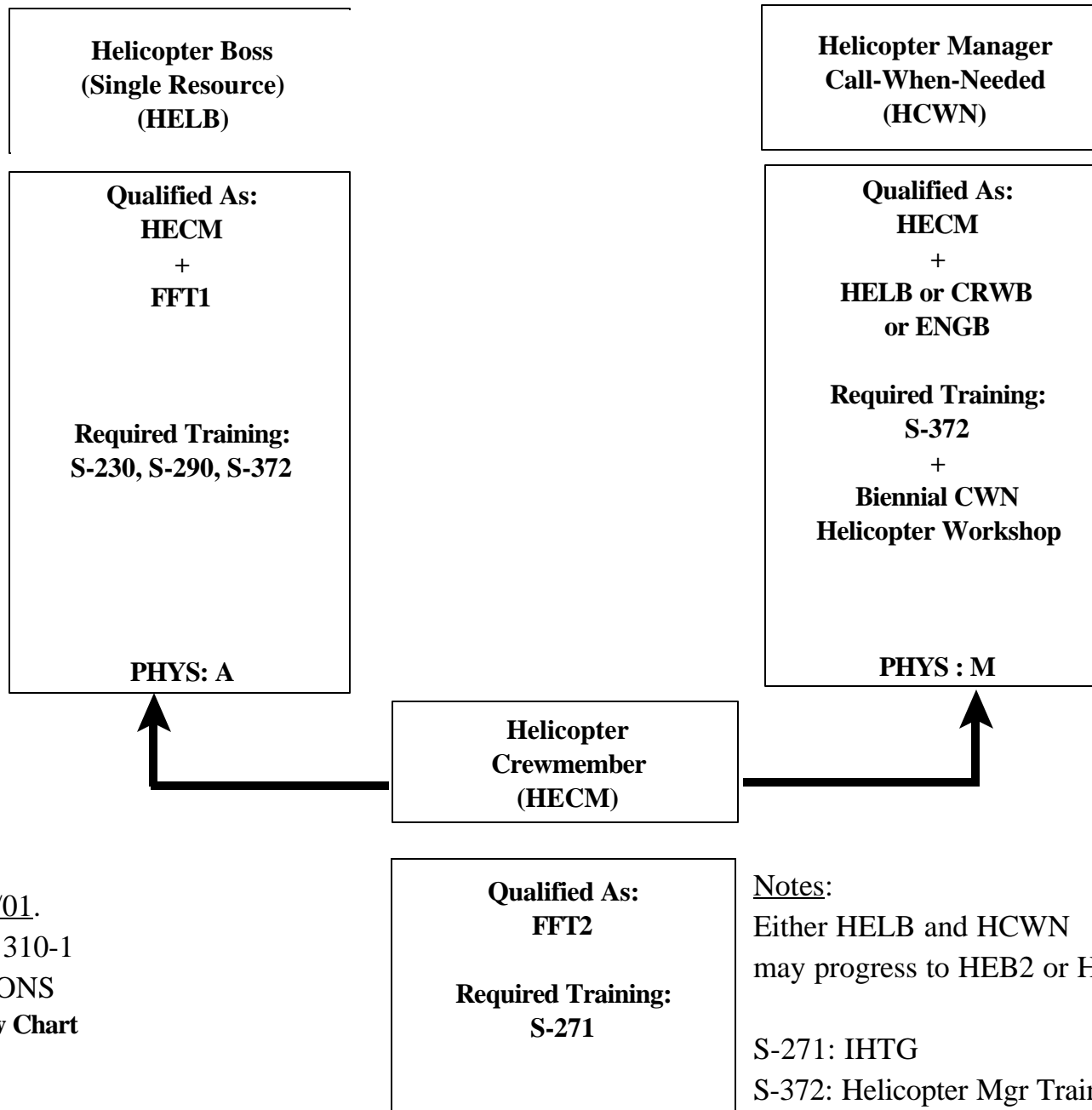
**NOTES:** Above information to be included in 310-1. This position is intended to manage CWN helicopters and CWN modules on a temporary basis. Position must be ordered on an overhead Request ("O" Number). Qualification in this position will not satisfy prerequisite for Strike Team Leader. Qualifications in this position will only satisfy prerequisite for Helibase Manager (HEB2) and

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Helicopter Coordinator HLCO.

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\*IOSWT 10/17/01.  
To be placed in 310-1  
AIR OPERATIONS  
Qualification Flow Chart

Notes:  
Either HELB and HCWN  
may progress to HEB2 or HLCO  
  
S-271: IHTG  
S-372: Helicopter Mgr Training

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